



## REQUEST FOR PROPOSALS

CHESAPEAKE BAY PRESERVATION ACT  
2009 Chesapeake Bay Implementation Grant

### **Administering Agency:**

Department of Conservation and Recreation  
Division of Chesapeake Bay Local Assistance  
Pocahontas Building  
900 East Main Street, 8<sup>th</sup> Floor  
Richmond, Virginia 23219

### **Eligible Applicants:**

Counties, Cities, and Towns required to implement the Chesapeake Bay Preservation Act (CBPA); Planning District Commissions and Non-profit organizations directly assisting localities in the achievement of compliance with the CBPA.

### **Deadline for Proposals:**

Monday, February 1, 2010 at 5:00 p.m.

### **Submittal Requirements:**

- Applicants must complete the attached *2009 Chesapeake Bay Implementation Grant Application*. (Emails and faxes will be accepted, if received by the deadline, but must be followed within three business days by a hard copy of the completed application with an authorized signature.)
- Organizational chart of the applicant agency identifying all staff involved in the project.

### **Notification of Awards:**

Monday, February 15, 2010

# 2009 Chesapeake Bay Implementation Grant

## **I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit project proposals from localities, Planning District Commissions and Non-profit Organizations within the Chesapeake Bay Preservation Act area for the implementation of existing septic pump-out programs and the implementation of land use ordinance revisions to address the requirements of Phase III of implementation of local government Bay Act programs. Funded projects will reduce non-point source pollution into state waters and the Chesapeake Bay through the implementation of the septic pump-out requirements or through the adoption of ordinance requirements that reduce impervious cover, preserve indigenous vegetation and minimize land disturbance. Funding will be awarded through a competitive process.

## **II. ELIGIBLE APPLICANTS**

Counties, Cities, and Towns required to implement the Chesapeake Bay Preservation Act (CBPA), as well as Planning District Commissions and non-profit organizations directly assisting in the achievement of local compliance with the CBPA are eligible to apply for funding.

## **III. ELIGIBLE ACTIVITIES**

### **A. Septic Tank Pump-Out Assistance**

Grant funds may be used to provide the required septic tank pump-outs for low-to-moderate income homeowners to enable their compliance with a locality's pump-out program required pursuant to the Chesapeake Bay Preservation Act.

It is expected that the grantee will contract with licensed septic haulers to perform this service for homeowners determined eligible by the grantee. Limited funding may also be requested to cover other direct costs associated with the implementation of the program (i.e., determination of eligibility, processing payments to vendors, etc.).

### **B. Phase III Ordinance Revisions**

Grant funds may be used for the development and adoption of land use ordinance provisions that address the water quality requirements of Phase III of the Regulations. Specifically, the project must result in ordinance provisions that promote the protection of water quality through reducing impervious cover, preserving indigenous vegetation and minimizing land disturbance. A presentation of the ordinance provisions must be made to the local governing body. An additional required output is a schedule for the adoption of the recommended ordinance provisions.

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### IV. FUNDING CONDITIONS

- A. The amounts provided to localities, Planning District Commissions and non-profit organizations shall be distributed on a competitive basis according to criteria established in this RFP. Please note that this is a reimbursement grant program with a spending deadline of March 15, 2011.
- B. The Department reserves the right to determine the award amount. As a result, the amount requested by the Grantee may not be the amount of the final grant award.
- C. For septic tank pump-out programs:
  - a. The grant funds may only be used to pump systems within Chesapeake Bay Preservation Areas.
  - b. Preference must be given to property owners with a current notice-to-comply from their locality.
  - c. Homeowners cannot receive grant funds more than once within a five year period.
  - d. The grant recipient is responsible for determining a homeowners eligibility for assistance by verifying that the household's income does not exceed 80% of Area Median Income as determined the U. S. Department of Housing and Urban Development or other valid State or Federal source.
  - e. The grant recipient is responsible for providing hydrologic unit codes for all septic systems pumped.

### V. TENTATIVE SCHEDULE

December 30, 2009	Request for Proposals Issued
February 1, 2010	Submission Deadline
February 15, 2010	Grants Awarded
March 1, 2010	Target date for initiation of awarded projects
March 15, 2011	Required completion date for funded projects

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### VI. EVALUATION CRITERIA

Projects will be evaluated based on the criteria listed in the tables below in order to ensure that projects are prioritized based upon available funds. Final decisions on grant awards will be made by DCR staff.

#### A. Septic Pump-out Programs

Evaluation Criteria	Maximum Points
• Overall project approach.	20
• Demonstrated need for assistance.	20
• Cost effectiveness of the project.	15
• Qualifications of applicant and experience with similar activities or programs.	15
• Streams in the locality have been deemed impaired for fecal coliform or e-coli bacteria by the Virginia Department of Environmental Quality.	15
• The proposed project builds upon a previous Bay Implementation Grant proposal for which there has been a record of success and which facilitates the long term success of the locality's septic pump out program.	15
<b>Evaluation Maximum Points</b>	<b>100</b>

#### B. Phase III Ordinance Revisions

Evaluation Criteria	Maximum Points
• Overall project approach.	20
• Demonstrated need for assistance.	20
• Cost effectiveness of the project.	15
• Qualifications of applicant and experience with similar activities or programs.	15
• The proposed project implements an adopted Comprehensive Plan element or a Board/Council policy.	20
• Transferability and/or usefulness of project to other localities.	10
<b>Evaluation Maximum Points</b>	<b>100</b>

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## APPLICATION

1. **Applicant:** (organization name): \_\_\_\_\_  
\_\_\_\_\_

2. **Total Requested Funding:** \_\_\_\_\_

3. **Contact Name:** \_\_\_\_\_

Contact Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. **Project Title:** \_\_\_\_\_

5. **Area Served** (list all localities or other geographic description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Does this area contain any impaired waterways?** Yes \_\_\_\_ No \_\_\_\_

If so, please list:

Waterway	Cause of Impairment

(A list of Virginia Impaired Waterways is available at:

<http://www.deq.state.va.us/wqa/ir2008.html> )

7. **Name and Signature of Individual Authorized to Submit Application**

\_\_\_\_\_  
Name (please print or type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### 8. **Scope of Work**

Please provide a description of the proposed project and organization seeking funding. Be sure to include the following:

- A description of the personnel involved in the project and their role(s)
- The organization's qualifications and experience in administering this type of program or similar programs.
- How income eligibility will be determined (for septic pump-out programs)
- The geographic area(s) to be served
- A description of any third parties that will administer the program
- A description of the process for selecting contractors or third party participants
- A list of all anticipated results and deliverables (# of septic tanks pumped to be pumped, educational brochures produced, reports produced, ordinances developed, etc.)
- A description of the proposed process for developing ordinance revisions (for ordinance revision programs)

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If the proposal involves partnering with any other governmental entity, include a letter (or other statement) from the entity endorsing the application and expressing willingness to participate.

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## 9. Project Budget

Applicant: \_\_\_\_\_  
Project Title: \_\_\_\_\_

	Total	Grant Amount	*Match Amount
Personnel (list positions and hourly rates)			
Contractual Services (list by type)*			
Fringe			
Equipment			
Supplies			
Travel (at current IRS rates)			
Other Direct Costs (list)*			
<b>Total Project Costs</b>			

\* Notes:

1. Financial Match is not required
2. Actual pump-out costs should be included in "Contractual Services"
3. Indirect costs are not covered